



Microsoft PowerPoint 2003 Basic Activities

Activity 1 – Creating a new blank presentation.....	1
• 1A. Applying Layouts.....	1
• 1B. Applying a Slide Design	1
• 1C. Applying a Background	2
• 1D. Entering Text.....	2
• 1E Adding Text boxes	3
Activity 2 – Delivering a Presentation.....	3
• 2A. Starting a Slide Show	3
• 2B. Navigating in a Slide Show.....	3
• 2C. Annotating During a Presentation.....	3
Activity 3 – Preparing to Deliver a Presentation	4
• 3A. Arrange and Hide Slides	4
• 3B. Inserting Slides from another Presentation	4
• 3C. Add Slide Transitions.....	4
• 3D. Slide Timing.....	4
• 3E. Looping a Slide Show	5
• 3F. Custom Show.....	5
• 3G. Adding Notes to Slides	5
• 3H. Printing Your Presentation.....	5
• 3I. Saving Options	6
Presentation Guidelines	7

Activity 1 – Creating a new blank presentation

- **1A. Applying Layouts**
 1. Open Microsoft PowerPoint.
 2. **Choose File>New.**
 3. In the **Task Pane**, choose **Blank Presentation**. The first slide is added for you and the Title slide layout is chosen by default.
 4. Insert a new slide by choosing **Insert>New Slide**. The Tile and Text layout is chosen by default.
 5. Insert at third slide by choosing **Insert>New Slide**.
 6. With the 3rd slide selected, under the Text and Contents Layout heading in the Layout taskpane, apply the Title, Text, and Content layout by double clicking on it.
- **1B. Applying a Slide Design**
 1. Select the first slide in your presentation.
 2. Choose **Format>Slide Design**.

3. In the **Task Pane**, apply the **Proposal** design located at the bottom of the design list by double clicking on it. (It is the design with the clocks and stack of documents on the left side of the slide.)
4. Notice that the design on the first slide is different from slides 2 and 3.

- **1C. Applying a Background**

1. Select slide 2 in your presentation.
2. Apply a background color by choosing **Format>Background**.
3. On the Background dialog box, choose the drop down box under the **Background Fill** heading and **choose More Colors**.
4. On the **Standard tab** of the Color dialog window, choose a light purple color and **click OK**.
5. Click the Apply button in the Background dialog window. Notice the background change in your slide.

6. Select slide 3 in your presentation.
7. Apply a background color by choosing **Format>Background**.
8. On the Background dialog box, choose the drop down box under the **Background Fill** heading and **choose More Colors**.
9. On the **Standard tab** of the Color dialog window, choose a light blue color and **click OK**.
10. On the Background dialog box, choose the drop down box under the **Background Fill** heading and **choose Fill Effects**.
11. On the **Gradient tab** of the Fill Effects dialog window, **choose Two Colors** under the Colors heading.
12. **Click OK**.
13. **Click the Apply button** in the Background dialog window. Notice the background change in your slide.

- **1D. Entering Text**

1. Select slide 1 in your presentation.
2. In the top text box named “Click to add title”, **enter “This is My Presentation.”**
3. Format the text in the top text box to **Bold**.
4. In the bottom text box named “Click to add subtitle”, **enter “Spring 2007.”**
5. Format the text in the bottom text box to font size **44**.

6. Select slide 2 in your presentation.
7. Click on the “click to add title” text box and **enter “My New Slide.”**
8. Save your presentation to the “PowerPoint Training” folder on the desktop. **Name it “My Presentation.ppt.”**

1. On slide 2, **type** the following list in the “click to add text” textbox:
 - 3 Elements of a Slide are:
 - Layouts
 - Designs
 - Backgrounds

- **1E Adding Text boxes**

1. Click on slide 3 and **delete all the text and content boxes** by clicking on the borders of the boxes and pressing the delete button on your keyboard.
2. In the **Drawing toolbar**, click on the **Insert Word Art icon**.
3. In the Word Art Gallery window, **select the style in row 3, column 4**.
4. **Click OK**.
5. In the Edit Word Art Text window, **type: “This is WordArt.”**
6. **Click OK**.
7. **Click and drag** the word art text to the top center of your slide.
8. **Stretch out the word art text** by clicking and dragging the anchor points around the word art text to fill the top of the slide.

9. **Insert a new textbox** on slide 3 by **clicking on the textbox icon** in the **drawing toolbar**.
10. Position your mouse cursor in the middle of the slide and **click and drag to the right to draw the textbox**.
11. **Click inside the textbox** and begin a bulleted list.
12. In your list, **type:**
 - The drawing toolbar contains:
 - Basic Text Boxes
 - Word Art
13. Select the text in the textbox and **set the text size to 32**.

Activity 2 – Delivering a Presentation

- **2A. Starting a Slide Show**

- To begin a slide show from your first slide:
 - Select **Slide Show>View Show**.
 - **Press the F5 key** on the keyboard.
- To begin the slide show from the slide that you are currently on or that is selected:
 - **Select the Pull Down Screen icon** on the bottom left side of the PowerPoint screen.
 - Press the key combination **Shift+F5**

- **2B. Navigating in a Slide Show**

- **Use the ESC key** on your keyboard to exit the slide show at any time.
- Use the following options to navigate through a slide show:
 - Space bar
 - Left mouse click
 - Arrow keys on the keyboard
- Use the **Alt + tab** key combination to navigate through applications while still viewing your presentation. This allows you to bounce back and forth between applications or windows without having to stop your presentation.

- **2C. Annotating During a Presentation**

1. When in your slide show, **right-click** the slide.
2. **Choose Pointer Options** to display the list of annotation tools.
3. Choose an annotation tool (Pen or Highlighter).
4. Draw on the slide by **clicking and dragging the mouse**.

5. Change the mouse cursor back to the arrow to continue with the presentation. (Right-click on the slide, choose Pointer Options and then **choose Arrow.**)
6. When at the end of the show, you will get the dialog: “Do you want to keep your ink annotations?” **Click Discard** if you do not want to keep your annotations.

Activity 3 – Preparing to Deliver a Presentation

• **3A. Arrange and Hide Slides**

1. In your presentation, select slide 3 in the Slide pane.
2. **Drag slide 3 above slide 2.**
3. Select the new slide 3.
4. **Right-click** on the slide and **select “Hide Slide.”**
5. Notice that there is a strikethrough box around the slide number in the Slide pane. If you play your slide show, notice the show only displays two slides.
6. To unhide a slide, simply right-click on the slide and **select Hide Slide again.**

• **3B. Inserting Slides from another Presentation**

1. Click the **last slide** in your presentation.
2. Choose **Insert>Slides from Files.**
3. In the Slide Finder window, click on the **Browse** button.
4. Navigate to the Desktop and **open the “PowerPoint training files” folder.**
5. Select the **OrientationToViews.ppt** file.
6. Click the **Open** button. Notice the new slides under the Select Sides heading.
7. **Select slides 2 and 4** and click the **Insert** button.
8. Click the **Close** button. Notice the new slides at the end of your presentation.
9. **Delete the 2 slides** you just added to your presentation by selecting the slides in the Slide pane and pressing the Delete button on the keyboard.

• **3C. Add Slide Transitions**

1. In your presentation, **select slide one. Press and hold the “shift” key and click the last slide in the presentation to select all slides.**
2. **Choose Slide Show>Slide Transition** to display the Slide Transition task pane.
3. From the **Apply to Selected Slides list box**, click on the **Cover Up Transition** to apply it to the selected slides.
4. In the Modify Transition area, **set the transition speed to “Medium.”** Play your presentation and notice the transitions.
5. Escape your slide show and select slide two.
6. From the **Apply to Selected Slides list box**, click on the **Blinds Vertical Transition** to apply it to the selected slide.
7. Play your slide show and notice the two different transitions.
8. Notice in the slide pane, that when you apply a transition to a slide, **a small star** will appear under the slide number to indicate that slide has a transition attached to it.

• **3D. Slide Timing**

1. In your presentation, select all your slides from the slides tab.
2. **Choose Slide Show>Slide Transition.**
3. Under the **Advance Slide** section, **uncheck “On Mouse Click”** and **check “Automatically after.”**

4. Set the Automatically after time to **5 seconds** by clicking on the up arrow next to the time field.
5. **Click the Slide Show button** on the bottom of the Slide Transition pane and watch the automatic slide show. Your slide show will end after the last slide in the presentation.

- **3E. Looping a Slide Show**

1. Navigate to **Slide Show>Set up show**.
 2. In the Set Up Show window, **under the Show Type heading**, select **“Browsed at a kiosk (full screen).”**
 3. **Click OK.**
 4. Run your slide show and notice that the show will begin again after the last slide. This will continue indefinitely until you hit the **ESC key** to end the loop.
- You can also select the “Loop Continuously until ESC” option under the Show Options heading.

- **3F. Custom Show**

1. Add a new blank slide to your presentation.
2. In your presentation, **choose Slide Show>Custom Shows**.
3. Click the **New** button.
4. In the Slide Show Name text box, type: **My Custom Show**.
5. In the Slides in Presentation list box, **select slides 1, 2, and 3** and add them by **clicking the Add button one at a time**.
6. Once the slides are added, **move slide 3 in the “Slides in Custom Show” up to position 2 by selecting slide three and clicking on the up arrow**.
7. **Click OK.**
8. Notice the new custom show in the Custom Shows box.
9. **Click Close.**
10. **Choose Slide Show>Custom Shows.**
11. **Choose My Custom Show** and click the Show button. Navigate through the presentation and notice you only have three slides to show.

- **3G. Adding Notes to Slides**

- You can add notes to slides to practice for your presentation. A Notes Pane is shown at the bottom of the slide view area. This area is expandable and is only visible in Normal or Notes Page view. Unfortunately on the PC, you will not be able to see your notes during a slide show.
 - Mac users with Office 2004 have the ability to run a slide show and view their notes at the same time. (See Jeff for details!)

- **3H. Printing Your Presentation**

- It's always a good idea to hand out a printout of your presentation to your audience so that they can take something physical away from the slide show. You have many print options to select from. **To print, choose File>Print.**
 1. You can print a **range of slides** under the Print Range heading. This will print one slide per page.
 2. In the **Print What:** drop down box, you can print:
 - **Slides.** One slide per page, which is set by default.

- **Handouts.** When Handouts is selected, the handouts heading will become available and you can select from the Slides per page drop down box how many slides you want to fit on one sheet of paper.
 - If you select 3 slides to fit on a sheet of paper, PowerPoint will add lines next to the 3 slides for your audience so they can take notes during the presentation.
 - **Notes Pages.** When Notes Pages is selected, one slide per page will be printed as well as any notes that were typed for each slide.
 - **Outline View.** When Outline View is selected, the text content on your slides will be printed out in outline format.
- Another printing tip is adding slide numbers and header or footer information. This allows your audience to keep in synch with the slides in your presentation.
 1. To add slide numbers, navigate to **Insert>Slide Number**. Select the **Slide Number** checkbox on the **Slide tab** and then click the **Apply to All** button. The slide numbers will appear on the bottom right side of the slides.
 2. Header and Footer information is important when you print out your presentation in notes or another handout format. Here you can add page numbers to your printed sheets and other information such as dates and titles to make it easier for you audience remember which presentation the handouts are from.
 - To access the header and footer dialog, navigate to **View>Header and Footer**.
 - On the slide tab, you can add the date and time as well as extra footer information for each **slide**.
 - On the Notes and Handouts tab, you can add date and time, header, page number, and footer information for each **page** that is printed. A preview box is supplied to you so when you check a checkbox, an area will be highlighted to show you where that information will be placed on the page.
- **3I. Saving Options**
 - a. **Presentation (.ppt).** The default format for saving a PowerPoint presentation.
 - b. **Web page (.html).** PowerPoint converts your presentation to html and puts the converted files into a folder that must accompany the main html file when you put it up to a web server.
 - c. **Package for cd.** This option packages your presentation so that you can play your slideshow on computers that do not have PowerPoint.
 - d. **JPEG.** PowerPoint allows you to save each of your slides into the JPEG picture format. You can then import the pictures into any other application.
 - e. **A note about earlier versions of PowerPoint.**
 - PowerPoint presentations that have been created in earlier versions or saved as an earlier version than the version of PowerPoint you are working on will be able to be played on any later version of PowerPoint with all functionality. Example: If a presentation was created with Powerpoint 2000, it will play in Office 2003.
 - However, PowerPoint presentations created with the latest version of the software may not play properly with earlier versions of the software. Example: If a presentation was created with PowerPoint 2003, it may not

play properly in Office 2000. This is because the earlier versions of the software do not have the same functionality as the newer versions.

- This is where you would use the Package for cd option so that your slide show will work properly.
- f. **PowerPoint Viewer.** The PowerPoint viewer is a free application that can be downloaded from www.office.microsoft.com. This application allows you only to view PowerPoint presentations. It does not allow you to manipulate the presentation in any way. This is also an option for those who do not have PowerPoint on their computers.
- g. **2007 Compatibility.** In order for PowerPoint presentations to be compatible with the new Office 2007, you have to install a compatibility pack from Microsoft at www.office.microsoft.com. This will allow you to save your Presentation in the PowerPoint 2007 format, which is different than any earlier version of PowerPoint.

Presentation Guidelines

- The key to a good presentation is developing well organized, clear, and professional looking slides.
- Slide layout, font, color scheme, and slide content are the main components to developing a great presentation.
- Use no more than six bullet points per slide.
- Minimize the number of fonts used in your presentation.
- Keep font sizes consistent.
- Don't type in all caps.
- Keep bullet points short and to the point. Incomplete sentences are OK.
- For contrast, use a light colored font on a dark background and vice versa.
- Use bold formatting to make appropriate words stand out.
- Minimize use of italics. They are more difficult to read.
- Do not vary the look of one slide greatly from the next. Consistency is the key.
- Keep it simple.
- Keep your objects Big.
- Make your information Clear.
- Limit the number of slides
- 3 slides per minute is the maximum
- Practice moving between slides.
- Don't read from your slides.
- Don't speak to your slides.
- Be prepared for technical difficulties
- Avoid the use of flashy transitions.
- Run your presentation from a hard disk rather than from removable media.
- Communication is the key.
- Use Text to support the communication.
- Use Pictures to simplify complex concepts.
- Use Animations for complex relationships.
- Use Visuals to support, not to distract.
- Use Sounds only when absolutely necessary.
- **Color guidelines**
 - Select intense colors when you want to make text stand out, but keep in mind that too much of a good thing can overwhelm viewers.

- Select contrasting colors for slide text and the slide background to make the text easier for your audience to see and read.
- Select complementary colors to make your color combinations aesthetically pleasing – contrast a secondary color (a color created by mixing two primary colors) with the third (complementary) primary color.
- **Complementary Colors**
 - The following list describes the three secondary colors and their complementary primary colors:
 - Purple (blue and red) goes with yellow.
 - Green (yellow and blue) goes with red.
 - Orange (yellow and red) goes with blue.
- **References** – <http://office.microsoft.com>